OCCUPATIONAL HEALTH GUIDELINES FOR TEMPORARY STAFF

Ergonomic Information

Whether you spend five minutes or five hours using your keyboard or mouse, these recommendations can help you stay comfortable and productive.

Some researchers and experts suggest that
- long periods of repetitive motion
- using an improperly set-up work space
- incorrect body position
- and poor work habits

may be associated with physical discomfort and injury to nerves, tendons, and muscles. If you feel pain, numbness, tingling, weakness, swelling, burning, cramping, or stiffness in your hands, wrists, arms, shoulders, neck, or back, see a qualified health professional.

To maximize your comfort and lessen the chance of injury, follow these guidelines:
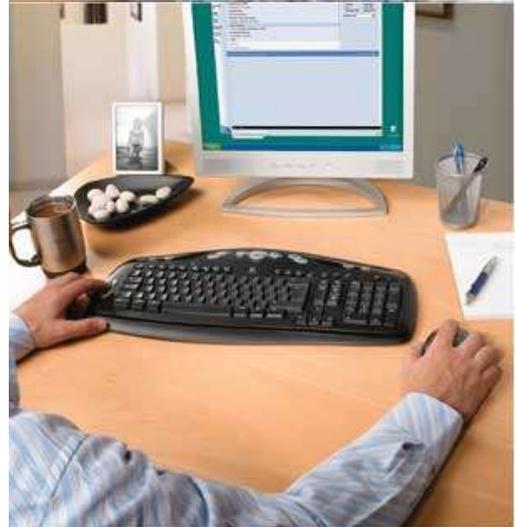
## Make sure that your workspace is set up properly

- Put keyboard and monitor directly in front of you with your mouse next to it.
- Have your elbow next to your side.
- Adjust the height of your chair and table so that the keyboard and mouse are at or below elbow height.
- Place your mouse within easy reach so that your elbow can remain next to your side when using it. You do not need to use a mouse pad with your optical mouse. If you choose to use a mouse pad, take its thickness into consideration when making the height adjustments.
- Have your feet well supported and your shoulders relaxed.
- Place documents you need while typing close to the monitor to reduce frequent head turning and change of eye focus. You can use a document holder to help.
- Place materials on your desk according to their frequency of use:
  - Frequent - Put materials you use the most closest to you.
  - Occasional - Put materials that you use occasionally no farther than an arm's length away.
  - Infrequent - Put your infrequently used materials further away, but consider convenience.

Keep your shoulders, arms, wrists, and hands relaxed and comfortable as you work

- Let your arms hang loosely at your sides for a moment, allowing them to dangle toward the floor and to become relaxed.
- Try to maintain this relaxed feeling while you work.
- If you have a palmrest, use it between keying tasks, not while typing. Using it while typing may increase pressure against the hand and increase the chance of injury.
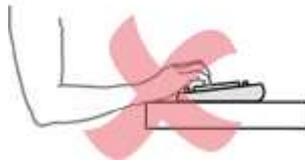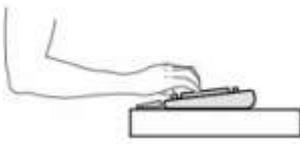
- When you use you keyboard or mouse, avoid placing or supporting your wrists on sharp edges or on your desk:
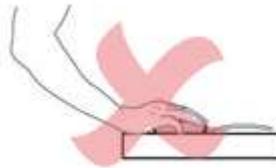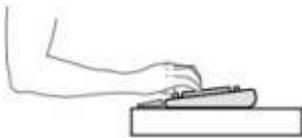
- As you use your mouse, make sure that your elbow is next to your side. Keep your wrist relaxed and straight -- don't bend it up, down, or to either side. Keep your shoulders relaxed. Do not hunch or shrug:

**Practice good work habits**

- Learn how to use your keyboard and mouse to get the most comfort out of it. You will avoid unnecessary motions.
- Take frequent short breaks. Get up and walk around at least a couple of times every hour.
- Vary your tasks throughout the day. Do something different with your hands and arms for awhile.
- Use a light touch on the keyboard and for better control of the mouse.
- Install and use the software provided with your product to customize specific keys of buttons to minimize repetitive or awkward motions

Be alert to signs of discomfort

If at any time during or after typing you feel pain, weakness, numbness, or tingling in your hands, wrists elbows, shoulders, neck, or back, or if you have any reason to believe that you night be experiencing discomfort as a result of typing or from using the mouse, you should consult a the company health and safety officer as well as a qualified health professional.

How to use your Desktop

Your desktop comes with a keyboard and a mouse. Both devices work together to offer a typing, editing and navigating solution in a software environment. Follow these guidelines to use your keyboard and mouse:
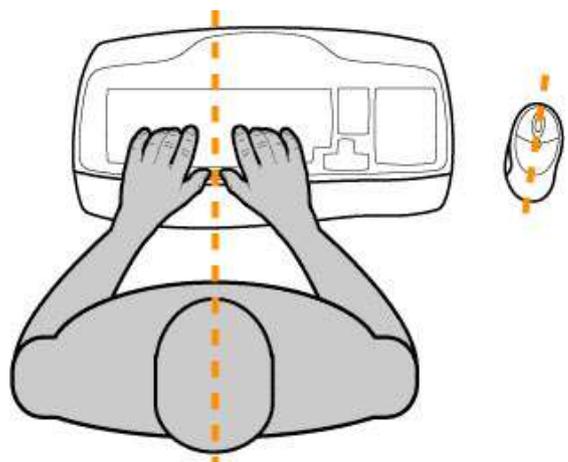
- First place the keyboard in front of you on your desk. The right distance from your body is reached when your elbow is close to your side, and your fingers reach the center of the keyboard
- If you are right handed place the mouse on the right side of the keyboard.
- Have the mouse as close as possible to the keyboard allowing your hand to move the mouse without touching the keyboard with your thumb.
- When your hand moves from the mouse to the keyboard, the elbow should stay close to your side.
- If you have a palmrest, use it between keying tasks, not while typing. Using it while typing may increase pressure against the hand and increase the chance of injury.


Two Handed Navigation
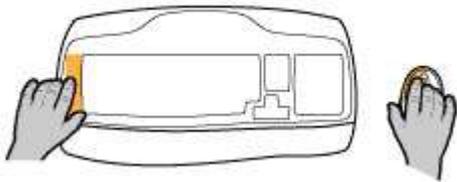
- When mousing with your right hand, it is recommended to use the left-hand side of your keyboard with your left hand. There may be specific functions such as web navigation tools that you can do with your left hand. -This may increase your productivity and reduce fatigue. Working, playing, communicating this way may make you more productive and may add a lot of comfort to your computing experience.

How to use your Keyboard

A keyboard has more than 100 keys that can be typed. All these keys are located in 4 different areas which have different goals:
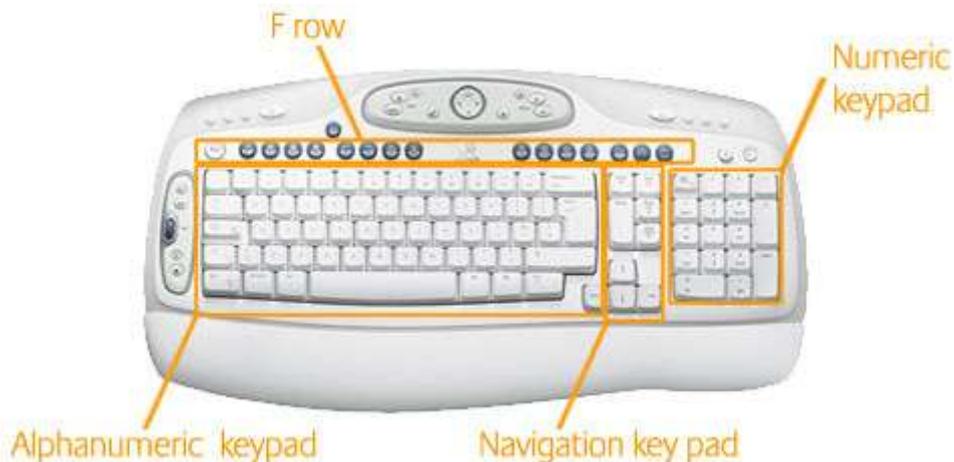
The alphanumeric keypad: the typing area
The F row: the function keys
The numeric keypad
The navigation keypad

How to position your hands on a keyboard

- Position your left hand on the left side of the typing area, have your left index finger positioned above the key F.
- Position your right hand on the center of the typing area, have your right index finger positioned above the key J. F and J keys have a raised little dot or a bar which allows you to easily feel the keys even if you don't look at the keypad.
- The navigation keypad and the numeric keypad are used only with the right hand. The F row is shared between both hands.

How to type

There are 2 ways to type: either you touch-type with your 10 fingers without looking at the keypad while looking at the monitor or "hunt and peck" the keys with several fingers and your eyes look for the right keys. A keyboard is designed to be used with both usages. - Every finger has a dedicated position on the typing area so that typing becomes a rapid and easy task. The following drawing shows these theoretical positions which is up to you to follow:
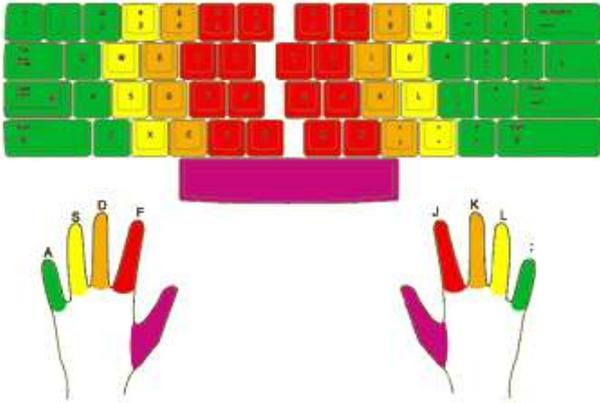
- Fingers must touch the center of the key and come back to a resting position (letters shown above the fingers) on the home row (the third row from the bottom, as indicated on the picture, where the keys F and J belongs to).
- When typing, the hand should float over the keyboard. When not typing, the hands can rest briefly either on the table or on the palmrest if it has been attached.
- Combination of keys: Shift, Control (Ctrl), and Alt Gr keys are used in combination with other alpha numeric keys on the typing area. They have to be pressed when another key is used.

How to use your Mouse

A mouse is designed to be handled with one hand in order to move the pointer (also called the cursor - the little arrow) on the computer screen. A standard mouse has 2 buttons and a roller (also called a scroll wheel) between them.

How to position your hand on a mouse

Place your hand on top of the mouse, and grip the mouse at your preference. If you are right handed, the index finger should click the left button.

You are now ready to mouse and click.

How to mouse and click

Mousing should require only the motion of the fingers, not the whole hand. Look at the pointer on the screen and move the mouse between your thumb and pinky fingers according to your desired direction. Remember that the distance to reach an object on the screen is very small for the mouse and your hand on the table. For maximum precision, the 2 fingers should move less than a millimeter. You can configure the pointer speed by launching the Mouse Properties windows in the Control Panel, or with the manufacturer drivers.

The left button of the mouse is used to click on a software button on the screen (or an Internet link on a web page) to launch either a function, or a window etc. The right button is used to open a dynamic context menu close to the pointer position on the screen, from which commands can be launched, and then disappear. The roller between the 2 buttons on the mouse replaces the vertical scroll bar movement on the window to navigate up and down either on a page, a spreadsheet, a picture, etc: roll wheel up (extend your finger) to scroll up and roll wheel down (flex your finger) to scroll down. Usually all buttons are programmable to change their settings and functions depending on your preferences. Also, many mice now have additional buttons like an Internet Back in the thumb scoop of the mouse.